Administrative Policy of the Laboratory

1) You are not allowed to smoke, eat or drink in the laboratory. You must wear proper attire as directed by the University regulations when entering the laboratory. You are expected to conduct yourself professionally, and to keep your bench area clean and organized.

You are required to return all equipment and parts used in the experiment to their proper places before you leave the lab.

2) You are expected to work in a group, which is defined to contain at most two people. You are allowed to select your partners, and be with the same group throughout the semester.

3) You are encouraged to work on your programs outside of the lab. It is your responsibility to demonstrate to your lecturer that the programs you write do what they are supposed to do. The lab materials will be posted by the lecturer before the lab session starts.

4) Lab reports will consist of your program listing. Do not just print the source file, most important is the results and conclusions that you can deduce from the exercises.

5) You must finish a particular lab session in the time period given. If you are unable to do so, seek help from the lecturer, or maybe set another time to finish the lab.

6) In order to be able to borrow the lab equipment you must sign the Equipment Usage Policy.

7) The tools and instruments in each lab station are not supposed to be removed from the laboratory.

8) The lecturer is available to assist you in debugging the software or troubleshoot the hardware, but it is not the lecturers’ responsibility to make your experiment work. It is therefore the responsibility of the student to complete the lab.

9) There will be two tests in the semester, which will consist of programs you are expected to write, debug and analyze. Every student will work alone on the tests...so learn as much as you can during the lab sessions.